

Dear WOC Research Employee,

You will be working as a Without Compensation Research Employee with the Department of Veterans Affairs – VA Ann Arbor Healthcare System. In order for you to engage in your work at VA, you are required to complete four mandatory training programs titled:

- 1) *VA Privacy and Information Security Awareness Training and Rules of Behavior* (annually)
- 2) *Privacy and HIPAA Training* (annually)
- 3) *Infection Control: Bloodborne Pathogens and Tuberculosis* (annually)
- 4) *Information Security 201 for Research and Development Personnel (one time only)*

These trainings are offered through the VA Talent Management System (TMS), a system that offers web-based training to VA employees and its partners.

FOR PERSONS ALREADY REGISTERED IN TMS

If you are already registered in TMS and have taken courses in the past, you do not need to register again. You will be notified of courses you must complete through e-mail communication.

FOR PERSONS NOT REGISTERED IN TMS

New WOC candidates and those not registered in TMS must self-enroll for a profile on the VA TMS by visiting <https://www.tms.va.gov/plateau/user/login.jsp>.

Once there, you should follow the steps below to create a profile, launch the mandatory training, and complete the content prior to your next day at VA. You will need to assign the Bloodborne Pathogens Training and Information Security 201 to your Learning Plan after validation of your account by the Research Office. This can be done by searching the CATALOG box in the upper right hand corner of the TMS Home Page. (You must be on a VA Computer to complete these two courses...)

Upon completion, you should provide your printed certificate of completion from the TMS while in processing for your WOC Appointment. This certificate displays your TMS User ID.

Managed Self-Enrollment (MSE) enhances VA's training and reporting compliance, and is another step toward establishing VA as a 21st century organization built on providing the best care and service possible for our Veterans. Sincerely,

Catherine Kaczmarek
Staff Assistant, Research Service

1.1 Step-by-Step Instructions

1. From a computer, launch a web browser and navigate to <https://www.tms.va.gov/plateau/user/login.jsp>
2. Click the [**Create New User**] link in the menu below the “TMS” logo and login fields
3. Select the radio button for “Contractor”
4. Click the [**Next**] button
5. Enter appropriate information in each required field, and also in any non-required field if you have the information
 - a. My Account Information:
 - i. Create **Password** (Follow the guidelines presented on screen)
 - ii. Re-enter **Password**
 - iii. **Security Question**
 - iv. **Security Answer**
 - v. Re-enter **Security Answer**
 - vi. **Social Security Number** (Your SSN is used only as a unique identifier in the system to ensure users do not create multiple profiles. The SSN is stored in a Private Data Table that cannot be accessed anywhere via the VA TMS interface. It is securely transferred to a VA database table inside the VA firewall where it can be confirmed, if necessary, by appropriately vested system administrators and/or Help Desk staff.)
 - vii. Re-enter **Social Security Number**
 - viii. **Date of Birth**
 - ix. **Legal First Name**
 - x. **Legal Last Name**
 - xi. **eMail Address** (Enter your business or personal email address. If you have a VA email address assigned to you, it is preferred. The eMail Address will be used as your UserID)
 - xii. Re-enter **eMail Address**
 - xiii. **Phone Number** – Enter a number where you can be reached by VA staff if issues arise with this self-enrollment process or in other circumstances)
 - b. My Job Information
 - i. **VA City** – Enter “**Ann Arbor**”
 - ii. **VA State** – Select from the list
 - iii. **VA Location Code** – Select **ANN** from the list
 - iv. **VA Point of Contact First Name** – Enter Catherine
 - v. **VA Point of Contact Last Name** – Enter Kaczmarek
 - vi. **VA Point of Contact eMail Address** – Enter catherine.kaczmarek@va.gov
 - vii. **VA Point of Contact Phone Number** – Enter 734-845-3439
 - viii. If you have a requirement to take HIPAA Training, check the **HIPPA Training Required** check box

Once you have entered all of the necessary data, click on the **“Submit”** button. Your profile will be immediately created. Copy and save the **UserID** displayed to you on the confirmation page, as you will need this for future logons to the VA TMS. Once done, click on the **“Continue”** button and wait until your **“To-Do List”** populates with the title(s) of the mandatory training content.

1.2 Launching and Completing the Content

1. Mouse over the title of the available Item in the **To-Do List**
2. Click the **[Go to Content]** button in the pop-up window that appears.
3. Complete the content following the on-screen instructions.
4. When you have completed the Rules of Behavior, print that out and save it.
5. Exit the course and a completion should be recorded for your effort.
6. Click on the **“Completed Work”** pod on the lower right hand side of your internet browser window.
7. Move your mouse over the title of the course you just completed and choose to **“Print Completion Certificate”**.
8. Print off your completion certificate and save it with your signed Rules of Behavior.
9. When you report to VA, bring both the signed Rules of Behavior and the Certificate of Completion for your mandatory training for verification by VA personnel.

1.3 Trouble-shooting and Assistance

The Check System link on the VA TMS is an automated tool that confirms the existence of basic, required software on the computer you are using to complete this training. If one is not in compliance with the requirements, a red “x” will appear next to the Check System link. Should this be the case with your computer, please follow the instructions to bring your computer up to the standards that will work with the VA TMS.

If you do not have a Social Security Number, or if you experience any difficulty creating a profile or completing the mandatory content, contact the VA MSE Help Desk at 1.888.501.4917 or via email at VAMSEHelp@gpworldwide.com.